

## **Utility Advisory Commission Regular Meeting**

### **Agenda**

Thursday, January 6, 2022

7:00 pm – Gardner City Hall Council Chambers

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **PUBLIC COMMENT**

#### **CONSENT AGENDA**

1. Standing approval of the minutes as written for the December 2, 2021 meeting of the Utility Advisory Commission.

#### **OLD BUSINESS**

1. Consider a recommendation to City Council to revise the Electric Residential Service Connection Fee.

#### **NEW BUSINESS**

1. Consider approving a recommendation to City Council to execute an agreement with Altec Capital Services to replace two specialty vehicles in the lease program.
2. Consider approving a recommendation to City Council to purchase POSM Server from POSM Software, LLC.

#### **DISCUSSION ITEMS**

1. Project Updates

#### **OTHER BUSINESS**

#### **ADJOURNMENT**

**UTILITIES ADVISORY COMMISSION STAFF REPORT CONSENT AGENDA ITEM #1**  
**MEETING DATE: JANUARY 6, 2021**  
**STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR**

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**AGENDA ITEM:** Standing approval of the minutes as written for the December 2, 2021 meeting of the Utilities Advisory Commission.

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**Background:**

The draft minutes for the December 2, 2021 Utilities Advisory Commission meeting are attached.

**Staff Recommendation:**

Staff recommends approval of the minutes for the December 2, 2021 meeting of the Utilities Advisory Commission.

**Attachments:**

- Draft minutes of the December 2, 2021 Utilities Advisory Commission meeting.

**RECORD OF PROCEEDINGS  
OF THE UTILITY ADVISORY COMMISSION  
GARDNER, KANSAS  
Page No. 2021-23  
December 2, 2021**

The Utilities Advisory Commission of Gardner, Kansas, met in Regular Session on December 2, 2021, at City Hall. Present were Commissioner Gary Williams, Commissioner Barbara Coleman, Commissioner Bryce Augustine, Utilities Department Director Gonzalo Garcia and Administrative Assistant Erin Groh.

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Commissioner Bryce Augustine.

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

- 1. Standing approval of the minutes as written for the November 4, 2021, meeting of the Utility Advisory Commission.**
- 2. Consider adoption of the 2022 Utilities Advisory Commission Meeting Schedule.**

Motion by Commissioner Williams, seconded by Commissioner Coleman, to approve the Consent Agenda.

Motion carried 3-0 Aye

**NEW BUSINESS**

- 1. Consider election of a Chairperson and Vice-Chairperson of the Commission.**

Motion by Commissioner Williams, and with no objections, the board voted to elect Barbara Coleman to the position of Chairperson of the Utility Advisory Board and Bryce Augustine as Vice-Chairperson of Utility Advisory Board.

Motion carried 3-0 Aye

- 2. Consider a recommendation to City Council to revise the Residential Service Connection Fee.**

Gary Williams noted that the residential service connection fee in this item is for Electric.

Director Garcia gave the staff report. Garcia discussed how it is now time to review the Electric Residential Service Connection Fees due to the increase in cost that it takes the city to install electric infrastructure and how the fees have not increased in over ten years. In order to determine if the service connection fee remains adequate, staff tracked expenses for 83 lots across two residential developments and found an average installation cost of \$2,244.11 per connection.

Garcia recommended that the best time to charge for payment of the Electric Service Connection Fees is at final plat or before the building permit is issued because staff needs time to order materials. Staff is recommending the connection fee to be increased to \$2,300 and to collect fee payment at final plat.

Coleman asked how much notification is going to be given prior to this increase. Garcia said that it first will go to Council and then would be posted on the web and then we could do an email blast to developers prior

to it being effective. Coleman asked if people could speak at City Council meetings and Garcia said that they can speak at the meeting and that it is standard practice [for people to be able to speak on it.]

Commissioner Williams asked if developers have to pay the entire amount of the residential service connection fees at once ahead of time. He felt that it seemed like a lot to pay before the electric is connected at the lots. Garcia stated that the whole amount paid ahead of time is what staff is recommending. Garcia said that if it isn't paid ahead of time, or at final plat then staff won't have enough time to order materials and due to a long wait on how long it takes to get materials in, they need to be able to order them in advance. Williams said he didn't think it was fair to make the developers pay these fees before they get their certificate of occupancy.

Vice-Chairperson Augustine asked when Utilities is collecting the fees now. Garcia said that as of right now the city is issuing the building permit and then Utilities is getting notified and then sending out an invoice to collect the electric connection fees. Sometimes the developer will have the plat finalized and then won't start construction for a couple years so Garcia said that he can see that it would possibly not be fair to charge at final plat. Chairperson Coleman asked if the developers have to pay the fees one way or another it's just a matter of when and Garcia said that was correct. Garcia explained that the final plat is when the developer is given the right to develop the parcel that has been platted and he said that is when he is recommending the residential electric service connection fees are collected.

Garcia said that if the city fronts the money for the electric service connection fees, and then the developer goes bankrupt then the city is on the line for it possibly. Williams responded that he felt the city could probably still use the materials that were purchased. Garcia said that it currently takes about 25 weeks to get a transformer in after it is ordered. Garcia said that if you wait to collect money for the connection fees at the Certificate of Occupancy, it is too late. He said that collecting the money at final plat, it would give enough time to order. Augustine added that it might be a risky thing for the city to tie up their money to front a developer when ordering materials before they pay the city. Garcia agreed and said that especially since there is so much development happening in Gardner. Garcia said that he is looking to the UAC to seek their guidance on what the timing of collecting payment should be. Williams said he felt that final plat is too early to collect the fees and that it should be closer to when they're actually building on the land. Coleman asked if right now materials are ordered at final plat and Garcia said that when Utilities knows the building is going to be happening soon then staff orders materials but that Electric normally has some items on hand. Conduit, wire and meter is what is normally needed for residential connections.

Commissioner Williams and Chairperson Coleman agreed that they'd like to know what other nearby cities do as a timeline for collecting residential electric connection fees. Garcia said that this item could be tabled to the next meeting.

Chairperson made a recommendation to table the Electric Residential Service Connection Fee revisions to the next meeting. Williams seconded the recommendation.

Motion carried 3-0 Aye

## **DISCUSSION ITEMS**

### **1. Project Updates.**

Director Garcia said that at the Prairie Trace development, the city committed to put in the water infrastructure to a specific point and the force main interceptor is being installed and is about 50% done, and the electric is about 90% complete and will be done by the end of December.

Chairperson Coleman asked about the status of the Nexgrid smart meters. The electric was completed back in March, and currently the city has about 105 water meters left to be installed and it should be done

**RECORD OF PROCEEDINGS  
OF THE UTILITY ADVISORY COMMISSION  
GARDNER, KANSAS**  
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December 2, 2021

by the end of December. Garcia said there was an issue with the school district as some of their infrastructure for their water meters were not in good shape and had some leaks so Utilities met with them to make a plan on repairing some things. A plan was made with the schools to do the installation when it wouldn't affect the schools.

Commissioner Coleman asked about what the status was on the smoke testing. Garcia said that the smoke testing has taken place but the city hasn't gotten the results back yet. Coleman also asked about the FOG [Fats, Oils and Grease] applications coming in and if there were more than two received since the last meeting and Garcia said that there weren't any more received. Garcia said that according to the city attorney, there is language in the code for service establishments to comply with the FOG program. Garcia said that Utilities plans to send a letter to businesses to comply by a certain date and if not, enforcement may be implemented. Coleman noted that it is very critical that the businesses are in compliance. Garcia said that staff has to clean certain sewer lines on a weekly basis because there is a lot of grease going down in them.

Vice-Chairperson Augustine asked about if when lights go out in city facilities, is there a policy that they have to be replaced with LED's. Garcia said that that is handled by the city's building maintenance.

Chairperson Coleman asked about what the status is of the backflow reports coming in. Administrative Assistant Erin Groh stated that 100% of reports for known backflow devices have come in but that about 75% of backflow reports have come in for businesses. Commissioner Williams asked if there could be a penalty in the form of a service fee for those who are not in compliance. Garcia said that he plans to propose to the UAC a penalty for those not in compliance of backflow testing this coming spring. As of right now, there are no fees for non-compliance. Augustine stated that he felt that the penalty charge should be a monthly fee until the backflow test is turned in if it is late.

**ADJOURNMENT**

Motion by Chairperson Coleman, seconded by Commissioner Williams, to adjourn the meeting at 7:58 p.m.

Motion carried 3-0 Aye

/s/ \_\_\_\_\_ Erin Groh

Utilities Department Administrative Assistant

**UTILITY ADVISORY COMMISSION STAFF REPORT      OLD BUSINESS ITEM NO. 1**  
**MEETING DATE:      JANUARY 6, 2022**  
**STAFF CONTACT:      GONZ GARCIA, UTILITIES DIRECTOR**

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**AGENDA ITEM:**      Consider a recommendation to City Council for the revision of the Residential Service Connection Fee.

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**Background:**

On April 2, 2009, the Electric Utility Board (EUB) passed Resolution EUB-004 adopting The City of Gardner, Electric Service Standards that contained information on new or pending electric service connections, service alterations, service charges and contact information.

With the dissolution of the EUB in 2014, and creation of the Utility Advisory Committee, the Governing Body in 2017 approved an ordinance amending Chapter 13.20.020 of the Municipal Code, incorporating the Electric Service Standards by reference.

The City charges a residential service connection fee per lot as set in the Electric Service Standard paragraph 509. The fee is to be paid prior to construction. The table below shows the charge per lot since 2000:

<b>Year</b>	<b>Charge per Lot</b>
2000	\$440
2004	\$1,200
2005	\$1,500
2007	\$1,700
2008	\$1,900
2011	\$1,400

As seen in the chart above, the residential service connection fee has not increased in over ten (10) years, after decreasing by \$500 in 2011.

In order to determine if the service connection fee remains adequate, staff has tracked expenses for eighty-three (83) lots across two (2) residential developments, and found an average installation cost of \$2,244.11 per connection.

**Fee payment**

Typically, residential service fees are collected after construction has begun or been completed, which means that the City has to purchase the equipment and materials in advance using money from the electric fund. Staff recommends clarifying the language in the Electric Service Standards regarding when these fees are to be collected.

**Staff Recommendation:**

- 1) Recommends increasing the Residential Service Connection Fee to \$2,300 (\$2,244.11 + 2.5%) per lot.
- 2) Change Electric Service Standard paragraph 510 to require fee payment at final plat.

**Attachments:**

- Resolution EUB-004
- Ordinance 2541
- Electric Service Standard Paragraph 509 excerpt

**RESOLUTION NO. EUB-004**

**A RESOLUTION ADOPTING CITY OF GARDNER, KANSAS ELECTRIC UTILITY  
ELECTRIC SERVICE STANDARDS**

WHEREAS, the City of Gardner has a document known as the City of Gardner, Kansas Electric Utility Electric Service Standards which was issued July, 2007; and

WHEREAS, this document contains information on new or pending electric service connections, service alterations, electric energy pricing and electric service standards contact information; and

WHEREAS, the Electric Utility Board was given the responsibility for planning, development, production, purchase, transmission and distribution of all electricity for the City of Gardner by adoption of Ordinance 2296 on the 17<sup>th</sup> day of November, 2008 ;

NOW, THEREFORE, BE IT RESOLVED BY THE ELECTRIC UTILITY BOARD OF THE CITY OF GARDNER, KANSAS:

**Section 1.** That the Electric Utility Board hereby adopts the City of Gardner, Kansas Electric Utility Electric Service Standards as its own; and

**Section 2.** That the Electric Utility Board shall have exclusive jurisdiction, control and policy making responsibility of the electric utility of the City and all its operations and facilities; and


**Section 3.** That the Board operates as a division of city government; and

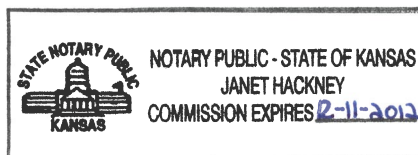
**Section 4.** This Resolution shall take effect and be in full force from and after its adoption by the Electric Utility Board of the City of Gardner.

ADOPTED by the Electric Utility Board of the City of Gardner, Kansas, on April 2, 2009.

  
\_\_\_\_\_  
Electric Utility Board Chairman

ATTEST:

  
\_\_\_\_\_  
Clerk of the Board



# ORDINANCE NO. 2541

**AN ORDINANCE AMENDING CHAPTER 13.20.020, OF THE MUNICIPAL CODE OF THE CITY OF GARDNER, KANSAS, ENTITLED “INCORPORATE ELECTRIC SERVICE STANDARDS” AND INCORPORATING BY REFERENCE THE ELECTRIC SERVICE STANDARDS, UNDER THE PROVISIONS OF K.S.A. 12-3009 THROUGH 12-3012**

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GARDNER, KANSAS:

**SECTION ONE:** Section 13.20.020 of the Municipal Code of the City of Gardner, Kansas is hereby amended to read as follows.

13.20.020      Electric Service Standards.

The *Electric Service Standards, February 20, 2017*, adopted document is hereby incorporated by reference.

**SECTION TWO:** All other ordinances not in conformity herewith are hereby repealed or amended to conform hereto.

**SECTION THREE:** This Ordinance shall take effect and be in force after its passage, approval and publication as provided by law.

PASSED by the City Council on this 20<sup>th</sup> day of February, 2017.

SIGNED by the Mayor on this 20<sup>th</sup> day of February, 2017.

(SEAL)

CITY OF GARDNER, KANSAS

/s/

Chris Morrow, Mayor

Attest:

**/s/**

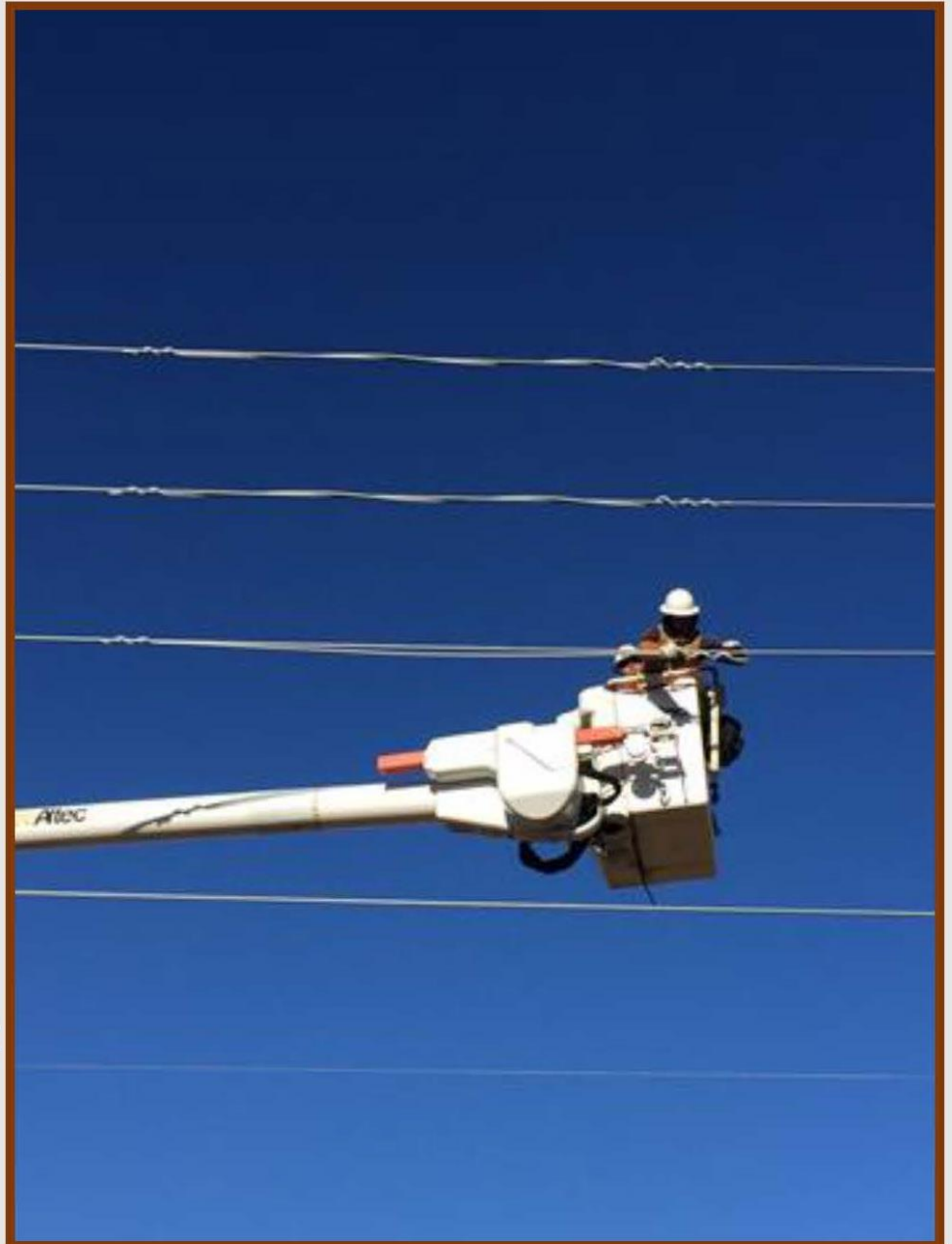
Kimberly Garrison, City Clerk

Approved as to form:

$|s|$

Ryan B. Denk, City Attorney

# Electric Service Standards



*Revised 2017*

## City of Gardner Vision Statement

We are recognized as a high-performing progressive organization setting the bar for excellence in service delivery.

## City of Gardner Mission Statement

To provide exceptional services to benefit and enrich the community.

## Electric Service Standards\*

Information for use by customers, architects, engineers, contractors, electricians, employees, and those engaged in planning and construction of electric service and meter installations.

**Revised: February 2017**

For information on new or pending electric service connections, service alterations, electric energy pricing or electric service standards contact:

**City of Gardner Utilities Department**  
**1150 E. Santa Fe**  
**Gardner, Kansas 66030**  
**Phone: 913-856-0980**  
**Fax: 913-856-7325**

**City of Gardner, Electric Distribution**  
**1450 E. Santa Fe**  
**Gardner, Kansas 66030**  
**Phone: 913-856-0980**  
**Fax: 913-856-0237**

To report electric service interruptions	.....	913-856-6802
To report emergencies	.....	911
For utility billing, including start/stop service	.....	913-856-7535
For permitting/planning	.....	913-856-0913
For Public Works/Engineering	.....	913-856-0959

### UTILITY ONE CALL SYSTEMS:

Pursuant to Kansas Statute 66-1801 all excavators must call in their own locates

Kansas

Call from within state..... 1-800-DIG-SAFE

Call from outside state..... 1-800-445-7802

\*This book is available on the web at [www.gardnerkansas.gov](http://www.gardnerkansas.gov)

## **SECTION V**

### **RESIDENTIAL SERVICE ENTRANCE POLICIES AND REQUIREMENTS**

#### **A. GENERAL PROVISIONS**

**501.** Architects, engineers, contractors, builders, etc., are required to consult in advance with the City of Gardner Business and Economic Development Department to obtain any special specifications and directions for the proposed service entrance. This may avoid delay and expense if carefully observed and followed.

**502.** To avoid expensive alterations later, the service entrance should be adequate for future growth as well as for present requirements. The most current National Electrical Code requires that all new service entrances have a minimum capacity of 100 amperes and it is the customer's responsibility to meet these requirements. Service equipment shall be suitable for the short circuit current available at its supply terminals. So that architects, engineers, and wiring contractors may select proper service equipment to meet the above requirement, the following information will apply to new installations.

**503.** Residential buildings requiring three phase service for loads such as elevators or large central cooling units, will be served as a commercial customer (@ 120/208 volt) and in accordance with Service Standards for that type of customer (see Section IX-Exhibits).

#### **B. OVERHEAD SERVICE**

**504.** For self-contained metering, the customer shall furnish and install a City approved meter socket, conduit, and conductors from their service entrance and equipment to the meter socket; a conduit mast and weather head; service dead-end, and service entrance conductors to attach to the service drop. The service conduit mast or service hook shall be of a strength that is adequate for the span tension and of sufficient height to provide proper clearances for the City service drop. The customer's service conductors shall run from the meter socket through the service mast with at least 24" of conductor extending from the weather head to provide for connection to the service drop with an adequate drip loop. The City will furnish and install the service drop (125 feet maximum). The City will make the connections to the customer's service conductors and install the meter.

**505.** The customer is to provide, in the construction of their building, a suitable service attachment of sufficient strength to withstand the stress of the City service drop under the most current National Electrical Code heavy loading conditions.

**506.** The City owned overhead service connectors can accommodate up to four customer conductors per phase and 800A total rating. If customer's conductors might exceed these restrictions, a City representative must be contacted for approval.

**507.** Single phase electric meter installation up to 400 amps. All electrical service connections shall be installed by the City from the source to the meter socket on the outside

of the residence. The customer shall provide and install the meter socket, service riser, weather head, and service dead-end to the City specifications (see Section IX-Exhibits). The City shall provide the service lateral conductors (125 feet maximum) and the meter and make all necessary connections from the pole to the customer's service conductors. See Section IX-Exhibits for the charge for this service.

### **C. UNDERGROUND SERVICE**

#### **508. Residential Service (single family buildings, duplex and townhomes) - Single phase electric meter installation up to 400 amps**

Customer shall provide electrical plastic conduit (Schedule 40 PVC) from the electric source to the meter location. The City will perform an acceptance inspection as appropriate to ensure the raceway system has been constructed in accordance with the City drawings and specifications. The City will continue to provide and install the secondary conductors.

The home owner or builder is responsible for extending the conduit system from the point where the City has ended or stubbed the service conduit from the point outside of the utility's easement to the meter socket enclosure (see Section IX-Exhibits). The minimum depth to the top of the conduit shall be 30". The homeowner or builder must backfill the trench to cover the service conduit before the City will install the service cable. Backfilling shall be pneumatically tamped and compacted to 90%. The home owner or builder is required to provide and install a conduit riser on the building for the service entrance, a City approved meter socket, and any other conduits necessary to complete the entrance, in accordance with the Service Standards. All conduit installed by the customer shall have a nylon pull string inside for the City to install its cable pulling rope.

The meter socket must be installed at the location designated by the City, which is generally on the furthest outside wall, nearest the City's facilities, within 10 feet of the front of the house. Meter sockets shall NOT be enclosed by fences and must maintain open clearances of 3 feet on each side and 10 feet in the front. Additional clearances may be required at the option of the City. (see Section IX-Exhibits).

The City shall provide, install, and maintain the service cables (125 feet maximum). The customer shall provide and install City approved meter sockets as required. In multi- family dwellings, no more than one point of service will be provided between firewalls. See Section IX-Exhibits for the charge for Underground Residential Service.

### **D. NEW SUBDIVISION RESIDENTIAL SERVICE**

**509.** The Developer will be required to pay City of Gardner an aggregated cost for URD (underground residential development) construction, engineering and service connections (see Section IX-Exhibits).

**510.** It is preferred that a "front of lot" electric distribution system be the specified design, determined by the size of development and costs associated with materials and developer requests for special handling. Upon written application, by an owner, builder, or developer, as an alternative to "front of lot" distribution, and in areas where terrain

will lend itself to such construction, the City will consider “rear of lot” underground distribution within a development with 12 or more contiguous individual lots.

The developer will provide a preliminary plat to the City showing the proposed electrical source for the development and distribution conduit layout. The City will red line and make any appropriate changes to the preliminary plat layout and electric feed source information. Two copies of a filed plat must be furnished to the City, along with an electronic version in AutoCAD format.

In addition to any lot charges that must be paid, a developer must also reimburse the City for the cost of installing an electric feeder extension to serve the new development/load as required. The proposed electrical loading estimate must be submitted to the City by a certified electrical engineer prior to the construction/planning stage. The City will review all plans.

**The City will require a fee for installation of underground electrical facilities in a development and will require the fee to be paid prior to any construction. See Section IX-Exhibits for the charge for this service.**

The developer shall provide and install, all primary, secondary and streetlight conduits that are necessary to contain electric service conductors for a single lot or an entire development. The City will perform an acceptance inspection as appropriate to ensure the raceway system has been constructed in accordance with the City’s drawings and specifications. The City will provide and install all primary and secondary conductors.

Conduits need to be (Schedule 40 PVC), sized as required, under all driveways, paved area, culverts, creeks, extensively landscaped areas, etc. The depth shall be 42-48” to the top for primary and secondary conduits. A nylon pull string shall be provided in the conduit. Any conduit installed by the customer for use by the City, shall have the ends sealed and located by a t-post extending 3’ above the ground identifying the conduit as electric conduit by painting the t-post red.

The City will install, own and maintain primary and secondary service cables (125 feet maximum); transformers; enclosures; switchgears; and secondary pedestals required to serve the customer and will make the termination of the service cables in the meter socket on the outside of the building.

The address of premises where new service is required shall be plainly displayed. Contractors and others installing electrical work are to place their names and addresses on each installation. In a new development or other area where permanent street signs have not yet been installed, the developer or contractor shall identify streets so as to facilitate location of addresses.

The developer is responsible for installing the conduits for the electric distribution facilities within the easements or rights-of-way designated for the use by the City and in accordance with service standard specifications. Generally, primary and secondary

conduits will be located five feet from the center-line of sewer, or storm lines, or at the center-line of the specified utility easements.

**511.** The developer will reimburse the City for the cost of replacing, repairing, and/or raising transformers, secondary pedestals or other City equipment that is damaged, destroyed, or buried during the construction process (see Section IX-Exhibits).

#### **E. NEW SUBDIVISION MOBILE HOME SERVICE**

##### **512. New Permanent Mobile Home Development**

A new permanent mobile home development is comparable to a single-family residential development as defined by local zoning. To qualify, the development must have such facilities as permanent paved roadways, underground sewer and water connections, and must be finish-graded.

##### **513. Underground Service**

The requirements of paragraph 510 apply to underground service for permanent mobile home developments except for provisions described by this paragraph. The customer shall furnish and install a City approved mounting pedestal for the meter and main disconnect with protective device and install a ground and grounding electrode (see Section IX-Exhibits). The customer shall install, own, and maintain a continuous, rigid electrical plastic conduit (Schedule 40 PVC conduits and fittings) without sharp bends or indentations from the meter pedestal to a designated City service point. The minimum depth to the top of the conduit shall be 30". A nylon pull string shall be provided in the conduit. The customer shall install the necessary service entrance conductors and conduit from the main disconnect to the mobile home. It is recommended that 200 amperes capacity be provided for each unit due to the frequent use of electric heating in mobile homes (see Section IX-Exhibits). The City will install all primary and secondary conductors and will furnish and install the service lateral conductors to each meter position, make the meter socket connections, and install the meter. See Section IX-Exhibits for the charge for this service.

In all cases the City will own and maintain all electrical facilities and the service conductors to the meter but will not take title to, own, or maintain the meter pedestal or any customer related wiring beyond the meter.

The developer shall maintain a supply of spare parts consisting of a minimum of one pair of meter terminals and blocks for each 12 meters of fraction thereof for each size socket. These are to be kept in a marked, enclosed container at a central point agreed to in advance with the City.

##### **514. Transient Mobile Home Development**

A transient mobile home development is one without one or more of the requisites for a permanent mobile home development. City of Gardner may, at its option, serve individual mobile homes in a transient mobile home development in the same manner as those in a permanent mobile home development. In that case those standards and policies appropriate to a permanent mobile home apply.

## **F. SERVICE ALTERATIONS**

**515.** It is the intent of the City to utilize as much of its existing facilities as practical. The City will charge the customer for service alterations required solely for the customer's convenience, i.e., relocating existing the City facilities to clear sundecks, room additions, swimming pools, etc. For most relocations, the customer will be required to update his service as set forth in the Service Standards.

**516.** The City has a standard for converting to Underground Electric Service in an Existing Overhead Service Area. Underground Service will be made available provided that the City deems such service to be feasible and charges for the cost of converting from overhead to underground electrical service, as determined by the City, shall be paid to the City prior to the start of underground construction (see Section IX-Exhibits). The requirements of paragraph 508 apply to this conversion.

**517.** The charges for residential service alterations or relocations are shown in Section IX-Exhibits. All customer requirements for new service apply to alterations as well.

**518.** When a customer alters existing service and a new meter socket is to be installed, the City will make this switchover on an appointment basis. The City will disconnect the old service. The customer will install a new meter socket, riser, weather head, and service attachment point in accordance with paragraph 504 and make any alterations to the internal house wiring that is required. The City will then install a new service drop and make the connection at the weather head and at the pole and install the meter. Site power required during this transfer between meter sockets is the responsibility of the customer.

**UTILITY ADVISORY COMMISSION STAFF REPORT****NEW BUSINESS ITEM #1****MEETING DATE: JANUARY 6, 2022****STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR****BRUCE BALDWIN, ELECTRIC DISTRIBUTION MANAGER**

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**AGENDA ITEM:** Approve a recommendation to City Council to execute an agreement with Altec Capital Services to replace two specialty vehicles in the lease program

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**Background:**

At the present time, the City of Gardner leases six specialty vehicles from Altec Capital Services, including one transmission digger derrick truck, one distribution digger derrick truck, two large aerial lift trucks, and two small aerial lift trucks. The digger derrick trucks and the large aerial lift trucks are on five year leases; and the small aerial lift trucks are on four year leases.

The two leases for the small aerial lift trucks will expire in December 2022. The lead time to construct these types of specialty vehicles is estimated to be 20 months from date of order. We would keep our current trucks and would run month to month with our current lease payment until the new trucks arrive. Therefore, the City has to make a timely decision in selecting a four-year lease program which will include preventative maintenance for the two vehicles.

**IFB Process**

On November 16, 2021, the City staff issued an Invitation for Bid for Leasing Two (2) New Small Aerial Lift Trucks. The invitation was published in The Legal Record, the Drexel Technologies plan room, and on the City's website.

A total of one (1) company submitted bids, which were opened on December 3, 2021 and is summarized below:

<b>Proposal</b>	
<b>Vehicle</b>	<b>Altec Capital</b>
Small Aerial Lift Truck	\$4,053.83 48 month warranty

<b>Major Lease Features</b>					
<b>Vendor</b>	<b>Total Price</b>	<b>Chassis</b>	<b>Warranty</b>	<b>Preventative Maintenance</b>	<b>FMV Lease Payment Tax included</b>
Altec	\$209,049.00	2023 Dodge 5500	4 year	X	\$4,053.83

The current lease agreement with Altec Capital has been very successful and the Electric Division has benefitted significantly from this program. Over the last eleven years, the annual vehicle expenditures have leveled out and all repair costs for parts have been eliminated. The only expenses incurred have been from the Altec mobile service charge and "wear" items, which include tires, windshield wipers, fuel, etc.

**Staff Recommendation:**

Approve a recommendation to the City Council to execute an agreement with Altec Capital to replace Two Small Aerial Lift Trucks in the lease program for four additional years at a monthly lease rate of \$4,053.83 per month (\$48,645.96 per year) excluding licensing fees, and delivery charge.

**Attachments:**

- a. Altec Bid Form
- b. Altec Small Aerial Lift Truck Quote

**BID FORM**

All Bid Pricing is to be in accordance with all General Conditions, Special Conditions, and Minimum Specifications as stated within this Request for Bid. Failure to complete the following form(s) shall result in your Bid being deemed non-responsive and rejected without any further evaluation.

Bid Tabulation -					
No.	Item	Qty.	Purchase Price	Lease Term 48 Months	FMV Monthly Payment
1	New Small Aerial Lift Truck	1	209,049	4 years	4,053.83

Authorized Signature: *Will Bledsoe* Date: 12/9/21

Name and Title: Will Bledsoe - Tech. Sales Manager

Subscribed and sworn to before me this 9th day of December, 2021 by Will Bledsoe.

*Katherine Poyner*  
(Signature of Notary Public)

My commission expires: 2-20-23

(seal, if any)





Altec Capital Services  
33 Inverness Center Parkway  
Suite 200  
Birmingham, AL 35242

Estimated Quote for

Date: 12/2/2021

## City of Gardner KS

Equipment	Purchase Price	Lease Term	FMV Payment
2023 AT41M Dodge 4x4 with warranties	\$209,049	4 Years	\$3,702.14
Plus sales tax of 9.52% mthly			\$351.69
Total Monthly Payment			\$4,053.83

- \* Payment amounts are tied to a treasury index and can change daily.
- \* This quote is based on credit approval and rates are subject to change.
- \* This quote is valid for 14 days.
- \* Documentation fee may apply.

### Insurance Requirement:

Physical damage insurance is required on the unit for the value of the unit. \$1,000,000 of liability insurance is also required. Altec Capital Services can offer you Physical Damage coverage at roughly \$9 per thousand per year. Contact your Altec Capital Account Manager for more information.

### FMV Lease

A Fair Market Value Lease is designed to be recognized as an operating lease. It allows you to utilize the equipment for the term of the lease and then purchase the equipment at Fair Market Value, continue leasing the equipment on a month-to-month basis, or return the equipment to Altec Capital. (terms and conditions apply) Standard mileage allows for 15,000 miles per year. Altec Capital will be the titled owner during the term of the lease.

Account Manager: Rich Hill  
Phone: 816-341-6939  
Email: [rich.hill@altec.com](mailto:rich.hill@altec.com)

**UTILITY ADVISORY COMMISSION STAFF REPORT****NEW BUSINESS ITEM #2****MEETING DATE: JANUARY 6, 2022****STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR**

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**AGENDA ITEM:** Consider the approval of a recommendation to City Council to purchase POSM Server from POSM Software, LLC.

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**Background:**

At the present time, the City of Gardner uses POSM Professional software for conducting CCTV inspections of sanitary sewer pipeline infrastructure. This software was purchased and installed on a single standalone computer within the inspection trailer and CCTV camera equipment at time that purchase.

POSM Software, LLC has allowed the City to install and evaluate the use of POSM GIS Server. City staff installed this software onto the City's network server in early 2021 at no cost to the City. The installation of POSM GIS Server has allowed the inspection data to be backed up from the inspection trailer computer to the City's network server. This eliminated human errors in the data transfer which resulted in loss data in the past. POSM GIS Server also allows unlimited desktop users so office staff can access the CCTV inspections to view, edit and run reports. In addition, POSM GIS Server has the ability to be integrated with the City's ArcGIS mapping software and Central Square (Lucity) Asset Management and Work Order systems.

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
POSM Software, LLC	POSM Server GIS Edition Full Licensed Software	\$21,500.00
	1 Year Annual Support	\$3,500.00
<b>Total</b>		<b>\$25,000.00</b>

The current evaluation period of POSM GIS Server has been very successful. The City and Line Maintenance has benefitted significantly from this installation. The installation has provided the ability to:

- create maps related to the CCTV inspection program;
- share inspection data and reports quickly and efficiently to other Staff and design professionals;
- store post-construction CCTV data from new development;
- share inspection data with Central Square software for maintenance management program;
- use national inspection and reporting standards

**Staff Recommendation:**

Consider the approval of a recommendation to the City Council to purchase POSM GIS Server software from POSM Software, LLC a one-time purchase price of \$21,500 and support at an annual cost of \$3,500 for a total amount of \$25,000 for 2022.

**Attachments:**

- a. POSM GIS Server Purchase Invoice
- b. POSM and ArcGIS Integration example

POSM Software LLC  
2145 Millsboro Rd  
Mansfield, OH 44906 US  
859-274-0041  
info@posmsoftware.com  
www.posmsoftware.com

## Invoice 2485



BILL TO	SHIP TO	DATE	PLEASE PAY	DUE DATE
Ric Gere	Ric Gere	12/20/2021	\$25,000.00	02/01/2022
Gardner KS	Gardner KS			
3209 Meadowbrook Circle	3209 Meadowbrook Circle			
Gardner, KS 66030	Gardner, KS 66030			

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	POSM GIS Server	POSM Server GIS Edition License. Full blown POSM SQL from a drive or cloud, plus two-way GIS synchronization tools to keep all your engineers in touch with all your Closed Circuit TV data.	1	21,500.00	21,500.00
	POSM GIS Server	1 Year POSM GIS Server Edition Support	1	3,500.00	3,500.00

All Prices are in USD

SUBTOTAL 25,000.00

TAX 0.00

Thank you for being a valuable POSM business partner!

TOTAL 25,000.00

TOTAL DUE \$25,000.00

THANK YOU.

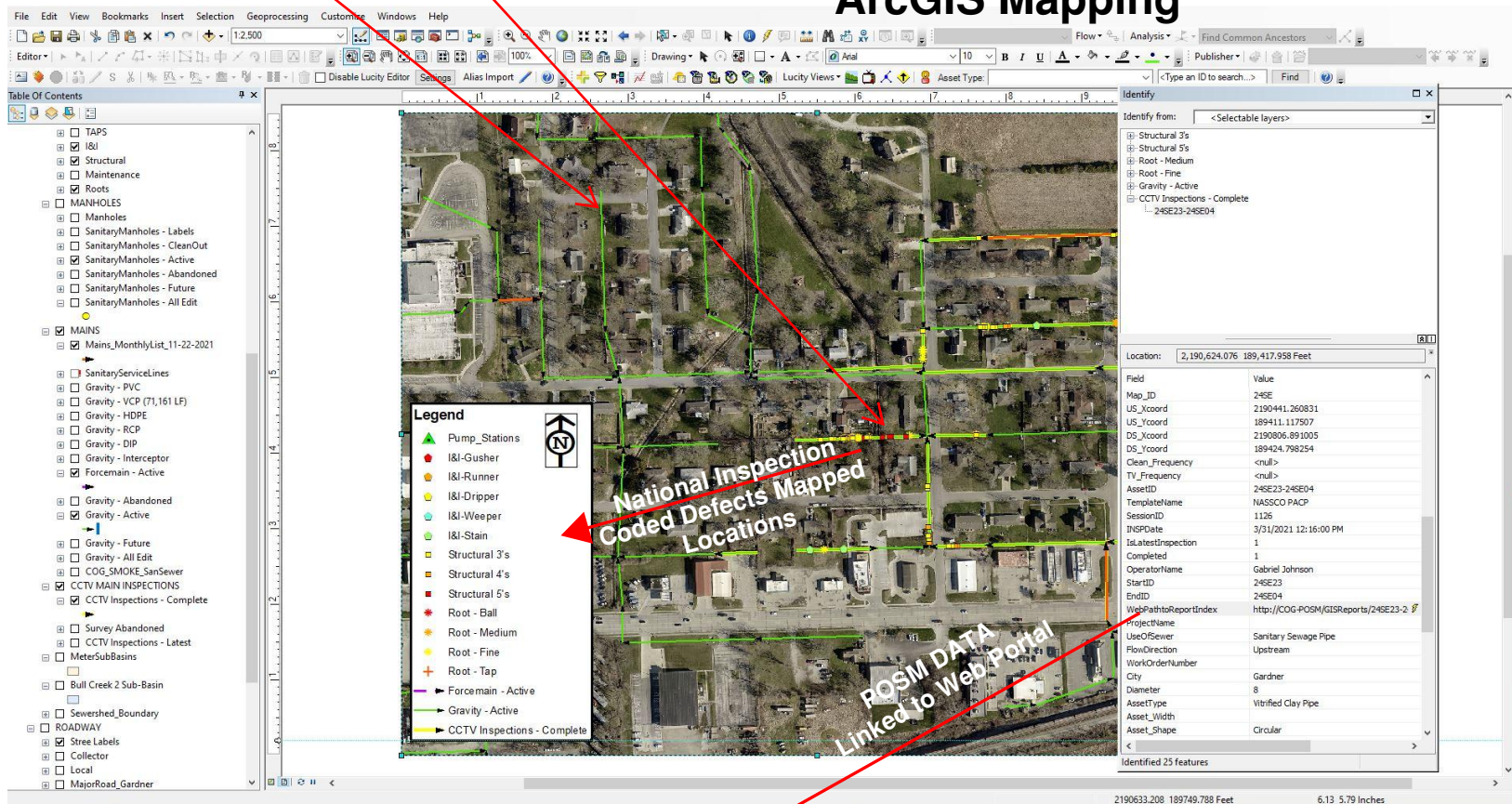
POSM reserves the right to charge interest in the amount of 1.5% per month once the invoice reaches 30 days past due. Client agrees to reimburse POSM for any costs incurred (attorneys' fees, court costs) in connection with POSM's attempts to collect any sums that are over the 30 days past due.

Components made by other manufacturers are covered under that Manufacturer's Warranty.

Map of City  
Sanitary  
Sewer Mains

Highlighted  
Inspected  
Main

# POSM Data Integrated with ArcGIS Mapping



3/31/2021 12:16

**Links to POSM Reports**

- [Title Page](#)
- [Observation \(Fault\) Page](#)
- [Plot of the Pipe](#)
- [List of the Captured Video](#)
- [Defect Header and Codes](#)
- [Additional Reports](#)

**Access/View CCTV Inspection Video**

Manhole  
Upstream MH 24SE04  
Rim to Invert (U)  
Grade to Invert (U)  
Rim to Grade (U)  
Downstream MH 24SE23  
Rim to Invert (D)  
Grade to Invert (D)  
Rim to Grade (D)  
Pipe Use Sanitary Sewage Pipe  
Direction of Survey Upstream

0:09 / 43:34

Joint Maint Weight: 1

Distance	Fault Observation	Time	Picture
56.3	Hole Soil Visible Position: 12 Severity: None Struct Weight: 5	00:05:13	
98.8	Hole Soil Visible Position: 12 Severity: None Struct Weight: 5	00:08:17	
102.4	Hole Soil Visible Position: 12 Severity: None Struct Weight: 5	00:09:06	

**UTILITY ADVISORY COMMISSION STAFF REPORT**

**DISCUSSION ITEM #1**

**MEETING DATE: JANUARY 6, 2022**

**STAFF CONTACT: GONZALO GARCIA, UTILITIES DIRECTOR**

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**AGENDA ITEM:** Project Updates

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**Background:**

Staff will discuss current developments of projects.